

# **Special Notices**

BDE Manuals on CD ROM

Division of Highways Manual Order Form

IDOT Proposals Authorization to Bid Requests

Joint Ventures

NCHRP 350

Subcontractor's Registration

**ILLINOIS DEPARTMENT OF TRANSPORTATION / DIVISION OF HIGHWAYS – MANUAL SALES (01/01/2003)**

ID	Bureau / Manual Name	Unit Cost	Quantity	Total Price
	<b>Bureau of Bridges &amp; Structures</b>			
043	Publications included on 043 <b>(CD ONLY)</b>	<b>\$50.00</b>		\$
	001 Bridge Manual (English)			
	029 Bridge Manual (Metric)			
	036 Culvert Manual (English)			
	037 Culvert Manual (Metric)			
	003 Prestressed Manual (English)			
	030 Prestressed Manual (Metric)			
	038 Sign Structure Manual (English/Metric)			
	005 Standard Plans V1 (English)			
	031 Standard Plans V1 (Metric)			
	032 Structural Services Manual			
007	CADD Manual for Bridges (English)	<b>\$50.00</b>		\$
027	CADD Manual for Bridges (Metric)	<b>\$50.00</b>		\$
008	Drainage Manual	<b>\$90.00</b>		\$
	<b>Bureau of Construction</b>			
045	Construction Manual <b>(CD ONLY)</b>	<b>\$50.00</b>		\$
	<b>Bureau of Design &amp; Environment</b>			
041	Design & Environment Manual <b>(CD ONLY)</b>	<b>\$50.00</b>		\$
033	Highway Standards Manual	<b>\$60.00</b>		\$
040	Standard Specs for Road & Bridge Const. <b>(1997 Edition – Purple)</b> w/Supplemental	<b>\$30.00</b>		\$
050	Standard Specs for Road & Bridge Const. <b>(2002 Edition – Red)</b> w/Supplemental	<b>\$30.00</b>		\$
	<b>Bureau of Land Acquisition</b>			
044	Policies & Procedures & Exhibits <b>(CD ONLY)</b>	<b>\$50.00</b>		\$
	<b>Bureau of Local Roads &amp; Streets</b>			
020	Administrative Policy	<b>\$30.00</b>		\$
021	Federal Aid Procedures for Local Improve.	<b>\$30.00</b>		\$
022	Road, Bridge & Other Related Laws of IL	<b>\$ 7.00</b>		\$
	<b>Bureau of Operations</b>			
024	IL Standard Highway Sign	<b>\$25.00</b>		\$
025	IL Supplement to the MUTCD	<b>\$ 5.00</b>		\$
023	Policy & Procedures (Traffic)	<b>\$30.00</b>		\$
	<b>Bureau of Materials &amp; Physical Research</b>			
039	Geotechnical Manual	<b>\$50.00</b>		\$
034	Manual of Test Procedures for Materials	<b>\$50.00</b>		\$
Total Remittance Due (includes shipping & handling)				\$

NO COD ORDERS / DO NOT SEND CASH

**Manual Sales Office – Information:**

Phone: (217) 785-8971

Office Hours: 8:00 am-Noon/1:30 pm-4:30 pm

**To place your order:**

Complete the order form to the left

Fill in your company's information below

(Please type or print legibly)

Company Name:

Street Address (P. O. Box not acceptable)

City, State, Zip

Attention:

( )

Daytime Phone

E-Mail Address (Mandatory for CD updates)

Make check or money order for total cost payable to (U.S. currency only):

**State Treasurer of Illinois**

**Return this form and remittance to:**

Illinois Department of Transportation  
Manual Sales – Room 012  
2300 South Dirksen Parkway  
Springfield, IL 62764

## Subcontractor Registration

Subcontractors interested in participating on contracts are required to register with the Department. Prequalified contractors, material suppliers and trucking companies are **NOT** required to register. Subcontractors can register electronically at the Department's web site, [www.dot.state.il.us](http://www.dot.state.il.us). At the home page click on "Doing Business". The subcontractor registration form is listed under Highway Construction. The registration form requires minimal information and can be completed in minutes. Confirmation, along with a registration number, will be received by e-mail in 1-2 days. Registration is valid for one year and will then require renewal. Questions may be addressed to the Prequalification Section, Bureau of Construction.

Phone: (217) 782-3413

E-mail: [COPPMMD@nt.dot.state.il.us](mailto:COPPMMD@nt.dot.state.il.us)

# Special Notice Regarding IDOT Proposals, Authorization To Bid & Requests For Plans & Proposals

## ABOUT IDOT PROPOSALS

All proposals issued by IDOT are potential bidding proposals. Each proposal contains all Certifications and Affidavits, a Proposal Signature Sheet and a Proposal Bid Bond required for Prime Contractors to submit a bid after written AUTHORIZATION TO BID has been issued by IDOT's Central Bureau of Construction.

## ABOUT AUTHORIZATION TO BID

**WHO CAN BID?:** Bids will be accepted from only those companies that **request and receive** written **Authorization to Bid** from IDOT's Central Bureau of Construction. To request authorization, a potential bidder must complete and submit Part B of the Request for Proposal Forms and Plans & Request for Authorization to Bid form (BDE 124).

**WHAT CONSTITUTES AUTHORIZATION TO BID?:** When a prospective prime bidder submits a "Request for Proposal Forms and Plans" he/she must indicate at that time which items are being requested for Bidding purposes. Only those items requested For Bidding will be analyzed. After the request has been analyzed, the bidder will be issued a **Proposal Denial and/or Authorization Form**, approved by the Central Bureau of Construction, that indicates which items have been approved for Bidding. If **Authorization to Bid** cannot be approved, the **Proposal Denial and/or Authorization Form** will indicate the reason for denial.

**FIRMS UNSURE AS TO AUTHORIZATION STATUS?** Firms that have not received an authorization form within a reasonable time of complete and correct original document submittal should contact the department as to status. This is critical in the week before the letting. These documents must be received by three days before the letting date. Firms unsure as to authorization status should call the Prequalification Section of the Bureau of Construction at 217/785-4927.

## ABOUT REQUESTS FOR PLANS & PROPOSALS

The request form used for ordering plans and proposals, Form BDE 124 (Revised 3/2000), has been designed to provide better communication between requesters and IDOT personnel who are responsible for processing plan and proposal orders. If requesters follow the instructions printed on the reverse side of the form, it will help save time, eliminate errors and expedite the processing of requests.

Requests for plans and proposals will not be honored unless submitted on the proper form, a copy of which is included in this issue of the Transportation Bulletin.

### Notice

NO AUTHORIZATION TO BID WILL BE ISSUED UNTIL A **COMPLETED PART B OF FORM BDE 124** and THE **ORIGINAL** AFFIDAVIT OF AVAILABILITY HAS BEEN FILED WITH THE CENTRAL BUREAU OF CONSTRUCTION

## **SPECIAL NOTICE REGARDING JOINT VENTURES**

On July 29, 1997, the Illinois Department of Transportation adopted amended administrative rules governing "Prequalification of Contractors & Issuance of Plans & Proposals". Pursuant to those rules, procedures for analysis and Authorization to Bid on for joint ventures on state lettings will henceforth be as follows:

- 1) Prequalified contractors may combine their available bidding capacity and request Authorization to Bid for a single contract to bid as a joint venture after department approval.
- 2) Each request for approval of a joint venture shall be indicated by the filing of a Certificate of Joint Venture for each contract for which approval is sought. It identifies the managing party and indicates the conditions under which the joint venture exists. The joint venture agreement shall be available to the Department for inspection. Each joint venture party shall also submit an Affidavit of Availability. The original Certificate of Affidavits must be received no later than 4:30 p.m. prevailing time seven days prior to the scheduled date of the letting for which Authorization to Bid is sought.
- 3) Very large and complex projects may be designated as being eligible for "unrestricted joint venturing", and will be clearly denoted as such in the Transportation Bulletin. These projects will not be subject to restrictions with respect to the number of parties or other joint ventures conditions, but will still be required to submit a Certificate of Joint Venture and individual affidavits by the aforementioned time and date before Authorization to Bid will be considered.
- 4) On projects estimated by the department at greater than \$1,000,000 and not designated for (unrestricted joint venturing), Joint Ventures shall have no more than three parties.
- 5) On projects estimated by the department at less than \$1,000,000 Joint Ventures shall have no more than three parties. One or more of the parties must have insufficient available individual prequalification ratings to be Authorized to Bid, unless one of the following conditions exist:
  - a) There is fifty-one percent or more common controlling ownership between the parties.
  - b) There common management between the firms where the officers, directors or general partners control the board of directors and/or management of each party.
- 6) Contractors with financial ratings are based upon unaudited financial statements will not be permitted to joint venture with each other to bid contracts which the department estimates at greater than \$500,000. However, such firms may be permitted to joint venture with firms who have a financial rating based upon an audited statement to bid on contracts the department estimates at greater than \$500,000.
- 7) If a party's work rating is limited by its maximum financial rating, the full value of the computed work rating will be used in analyzing the joint venture request. However, the combined maximum work rating in any category shall not exceed the combined financial ratings of the joint venture.

Copies of all required joint venture forms are attached to each Transportation Bulletin.

Please note that signed and notarized originals of all required joint venture forms mentioned above must be received by 4:30 p.m. prevailing time seven days prior to the scheduled letting date. These forms should be mailed to the following address:

Illinois Department of Transportation  
Bureau of Construction  
2300 S. Dirksen Parkway, Room 322  
Springfield, Illinois 62764

Any questions should be directed to the Prequalification Engineer, at 217/782-3413.



Letting: \_\_\_\_\_

Item No.: \_\_\_\_\_

Joint Venture Name: \_\_\_\_\_

Managing Party: Firm #1 is the managing party and must be the first company named in the joint venture.

**Firm #1/Managing Party**

**Firm #2**

**Firm #3**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Indicate the circumstances which apply to the Joint Venture.

☐ The project is estimated at less than \$1,000,000 and the following conditions exist:

☐ 1. One or more of the firms do not have the required financial capacity.

☐ Firm #1      ☐ Firm #2      ☐ Firm #3  
does not have sufficient available prequalification financial rating to perform the work.

☐ 2. One or more firms do not have the required work capacity.

☐ Firm #1      ☐ Firm #2      ☐ Firm #3  
does not have sufficient available prequalification work ratings to perform fifty percent of the work.

☐ 3. There is fifty-one percent or more common controlling ownership between the firms.

☐ Firm #1      ☐ Firm #2      ☐ Firm #3  
A statement indicating the relationship of the firms is attached.

☐ 4. The firms have common management.

☐ Firm #1      ☐ Firm #2      ☐ Firm #3  
A statement indicating the nature of common management is attached.

☐ The project is estimated at greater than \$1,000,000 and has been designated for restricted joint venturing. Joint venture restricted to three firms.

☐ The project is estimated at greater than \$1,000,000 and has been designated for unrestricted joint venturing. Names of additional firms are attached.

I / We being duly sworn, do hereby declare this to be a true and correct statement.

---

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ , \_\_\_\_\_ .  
My commission expires \_\_\_\_\_ .  
\_\_\_\_\_  
(Notary Public)

(Notary Seal)

Firm #1/Managing Party \_\_\_\_\_  
Print Name Title  
\_\_\_\_\_  
Signature (Proprietor, Partner, Officer or Director)

---

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ , \_\_\_\_\_ .  
My commission expires \_\_\_\_\_ .  
\_\_\_\_\_  
(Notary Public)

(Notary Seal)

Firm #2 \_\_\_\_\_  
Print Name Title  
\_\_\_\_\_  
Signature (Proprietor, Partner, Officer or Director)

---

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ , \_\_\_\_\_ .  
My commission expires \_\_\_\_\_ .  
\_\_\_\_\_  
(Notary Public)

(Notary Seal)

Firm #3 \_\_\_\_\_  
Print Name Title  
\_\_\_\_\_  
Signature (Proprietor, Partner, Officer or Director)

---

This form must be received by the Department at the following address no later than 4:30 pm prevailing time at least seven (7) days prior to the letting of interest.

Illinois Department of Transportation  
Bureau of Construction  
Room 322  
2300 South Dirksen Parkway  
Springfield, Illinois 62764

# NOTICE

A **BDE Manuals CD-ROM** containing the Bureau of Design and Environment Manual 2002 Edition, the CADD Manual, and the Survey Manual is now available. The manuals on the CD-ROM are in the Adobe® Portable Document Format (PDF) which can be read using Adobe® Acrobat® Reader®. Acrobat Reader Version 5.0.5 is included on the BDE Manuals CD-ROM. Minimum system requirements for Version 5.0.5 for Windows are as follows:

- Intel Pentium processor
- Microsoft Windows 95 OSR 2.0, Windows 98 SE, Windows Millennium Edition, Windows NT 4.0 with Service Pack 5 or later, Windows 2000, or Windows XP
- 64 MB of RAM
- 24 MB of available hard disk space

The BDE Manuals CD-ROM may be ordered using the form available on the IDOT Internet Site at <http://www.dot.state.il.us/desenv/orderform.html>.

**NOTE:** *Anyone who purchased the CD-ROM for the BDE Manual 2000 Edition will automatically receive the CD-ROM for the 2002 Edition free of charge, in accordance with the terms of sale for the 2000 Edition. (The terms of sale indicate that the \$50 purchase price for the 2000 Edition includes any updates to the Manual issued through December 31, 2004). Purchasers of the 2000 Edition that have not received their BDE Manuals 2002 Edition CD-ROM by June 1, 2003 should contact the IDOT Manual Sales Office at 217/782-3464.*



# **SPECIAL NOTICE – NCHRP 350**

The Special Provisions for **TRAFFIC BARRIER TERMINAL TYPE 1, SPECIAL; TRAFFIC BARRIER TERMINAL TYPE 3, SPECIAL and SAND MODULE IMPACT ATTENUATORS** require the use of National Cooperative Highway Research Program (NCHRP) 350 tested devices. In addition these devices must be approved by the Department.

The following devices are approved for use. Where an FHWA acceptance date is shown, only the item approved on that date is intended, subject to comments herein:

## **TRAFFIC BARRIER TERMINAL TYPE 1, SPECIAL (TANGENT)**

<b>Name</b>	<b>FHWA Acceptance Date (NCHRP 350) &amp; Code</b>	<b>Comments</b>
<b>ET 2000 Plus</b>	<b>01/18/2000 CC-12G  And  08/22/1995 CC-12C</b>	<b>Wood blockouts only. Wood post system only. Posts 1&amp; 2 to use steel soil tubes (6'-6" or 6'-0") with wood posts. Posts 3-8 to use 4'-6" soil tubes with wood posts.) Soil plates not required.) – OR – Posts 3-8 may be 6' CRT Posts.</b>
<b>SKT</b>	<b>4/2/1997 CC-40</b>	<b>Wood blockouts only. Wood post system only. Posts 1&amp; 2 to use steel soil tubes (6'-6" or 6'-0") with wood posts. Posts 3-8 to use 4'-6" soil tubes with wood posts.) Soil plates not required.) – OR – Posts 3-8 may be 6' CRT Posts.</b>

## **TRAFFIC BARRIER TERMINAL TYPE 1, SPECIAL (FLARED)**

<b>Name</b>	<b>FHWA Acceptance Date (NCHRP 350)</b>	<b>Comments</b>
<b>SRT 350</b>	<b>06/04/1999 CC-51A</b>	<b>Wood post system only.</b>
<b>FLEAT 350</b>	<b>06/01/2001 CC-46C</b>	<b>Wood post system only.</b>
<b>REGENT</b>	<b>05/28/1998 CC-48</b>	

# **SPECIAL NOTICE – NCHRP 350**

(Cont'd)

## **TRAFFIC BARRIER TERMINAL TYPE 3 (SPECIAL)**

**QUADGUARD® Family**

**TRACC Family**

**CAT-350**

**REACT-350**

**BRAKEMASTER®-350**

**TAU-II**

**FLEAT-MT**

## **SAND MODULE IMPACT ATTENUATORS**

**FITCH UNIVERSAL MODULE SYSTEM**

**ENERGITE® III**

**BIG SANDY SAND BARRELS**

Other devices may meet NCHRP 350 and shall be approved on a project by project basis.

For further information contact the Bureau of Design and Environment at (217)785-0720.